



U.S. Commodity Futures Trading Commission 2014 Fall Internship Opportunity

**Office of Legislative Affairs,
Washington, D.C.**

The mission of the U.S. Commodity Futures Trading Commission (CFTC) is to protect market users and the public from fraud, manipulation, abusive practices and systemic risk related to derivatives that are subject to the Commodity Exchange Act (CEA), and to foster open, competitive, and financially sound markets. Additional information regarding the oversight responsibilities of the CFTC may be obtained by accessing the following link:
<http://www.cftc.gov>.

Please note that this position is **volunteer or for-credit**.

Key Requirements:

- Background and/or Security Investigation.
- Relocation expenses will not be paid.

About the Division/Office and Duties:

Legislative Affairs (OLA)

The Office of Legislative Affairs is the Commission's liaison with Congress. OLA coordinates the provision of reports, briefings and informational materials to Congressional offices and the testimony of agency officials before Congressional Committees. The office monitors legislative activities that affect the work of the Commission. It also manages the Commission's response to inquiries on behalf of constituents and other communications from the legislative branch.

Primary duties for an intern in the Office of Legislative Affairs will include: archiving past Congressional correspondence; conducting research on legislative matters related to derivatives markets and financial regulatory matters, especially the Dodd-Frank Act; attending or watching Congressional hearings or briefings and writing summaries of those hearings; tracking current Congressional correspondence; writing summaries of legislation and news; working on Freedom of Information Act (FOIA) requests; assisting the Director and Deputy Director with varied tasks; and helping to coordinate briefings. The intern may also have opportunities to attend training programs available to CFTC staff.

Qualifications:

- Undergraduate juniors or seniors, graduate students, or law school students
- Satisfactory completion of coursework demonstrating knowledge of and interest in public policy, legislative affairs, financial regulation, or related subject areas.
- Demonstrated leadership and organizational skills

- Attention to detail
- Ability to work independently
- Ability to initiate and complete projects in a timely, thorough manner

How to Apply:

Students must submit the following documents: 1) a one-page cover letter, 2) resume, 3) unofficial transcript, and 4) a writing sample no longer than five pages to:

- CFTCInterns@cftc.gov

Internship FAQs:

What are the eligibility requirements for the Internship?

Students must be enrolled not less than half-time in a college, university or other accredited educational institution and must be at least 18 years old.

How will interns be compensated?

Interns will not receive any monetary compensation. These are volunteer or for-credit internships.

What type of work can I expect?

You can expect interesting and challenging work.

What do I need to submit when I apply?

Students must email the following documents: one-page cover letter and resume with current contact information (No SSN or DOB info); transcript, official or unofficial; and writing sample (five pages maximum).

What is the length of the Internship Program?

Fall internships occur between September and December. Start and end dates are flexible. Work schedules and participation length are determined by the student and the supervisor.

When and how will I learn about the status of my application?

We will contact prospective selectees by telephone on a rolling basis. Consideration for the Fall Internship Program will conclude by **September 12, 2014**.

The CFTC is an Equal Opportunity Employer.